35 West Street Petersham NSW 2049
Phone: 02 9381 4800 Email: enrolments.nswsol@det.nsw.edu.au

Late or Unforeseen and Unique Circumstances Application Form by NSW Non-Government Schools

For late or unforeseen and unique circumstances applications, Principals of NSW non-government schools must:

1. Complete this form
2. Provide a letter from the principal that includes:
   - a substantial reason (1-2 paragraphs) explaining why the application is late (note: change of mind is not an acceptable reason) or
   - a substantial explanation (1-2 paragraphs) of the unforeseen and unique circumstances which have impacted on the student's capacity to follow their proposed courses at the home school (e.g. an emerging health issue, a school's quota is depleted, and/or a language is essential to the student's pattern of study).

For more information please refer to the current Enrolment in distance education procedures

Email the above information to enrolments.nswsol@det.nsw.edu.au

School name

School contact person

School contact person phone number

School contact person email

Student's full name

Year

Course

Consideration by NSL and the Rural and Distance Education Coordinator will include:

- enrolment forms and evidence to support the late application
- vacancy in the course
- eligibility
- all local options to provide curriculum for the student have been exhausted
- distance education is essential and required as part of a documented learning plan
- curriculum access through distance education is the most appropriate option.

Office use only

Additional information to be forwarded to RDE:

- ☐ category
- ☐ application is inside or outside the home school's
- ☐ quota recommendation

Last updated: 10/06/2026